

**NATURAL RESOURCES CONSERVATION SERVICE
PRACTICE DOCUMENTATION GUIDE
MANURE TRANSFER
634**

634 - STEP 1. INITIAL EVALUATIONS**PURPOSE**

The purpose of this step is to determine the landowner's desire to construct a manure transfer facility in a predetermined location for the intended purpose(s) (See NRCS Conservation Practice Standard 634).

The landowner must be interviewed to determine the purpose and needs for a manure transfer facility. Considerations will include the landowner goals and objectives, existing condition and effects of this practice on existing soil, water, air, plant, animal and human resources. A discussion of NRCS Manure Transfer Standards, Specifications, and Job Sheet should also take place. Role of the landowner and the person assisting with the planning and construction should also be discussed. Additional pertinent questions should be asked on a site-specific basis.

STEP 2. INVESTIGATIONS, SURVEYS, AND INVENTORIES**PURPOSE**

The purpose of this step is to identify the mandatory preliminary resource inventory and operations that are required before a facility can be planned and installed. Resource inventories will include all data and information needed to make informed decisions in the planning and construction of the facility and any follow-up management needs. Appropriate resource inventories could include soils, topography, crop (s) to be grown, water resources, and all physical features such as existing fencing, roads, water wells, natural barriers, ditches, and existing irrigation systems etc. that might have an effect on planning of the facility. Adjacent land uses and resources that would be affected by the facility construction should also be considered.

Identify map resources needed such as the proper USGS 7.5 minute quadrangle sheet, soils, and road maps as well as aerial photography. Also include identifying all needed utility clearances, archeological clearances (See NRCS Conservation Practice Job Sheet 634, ENV-1 Environmental Assessment, and Resource Inventory Checklist).

634 - STEP 3. PRACTICE DESIGN**I. PURPOSE**

The purpose of this step is to develop a facility design.

This practice will be designed in accordance with all federal, state and local laws and ordinances. Manure Transfer shall consist of an acceptable facility design and layout to convey manure as part of planned nutrient management system for the intended life of the practice.

Resource inventories, local conditions, and the intended use will need to be assessed for the proposed facility design and location.

A design will be developed with the client that meets the intended goals and objectives. All materials shall be of high quality. All appropriate job sheets, maps and reports must be developed with landowners input, review and concurrence (See Conservation Practice Standard, Specification, and Job Sheet 634).

II. SITING

The purpose of this step is to insure that the facility is properly located and that all involved fully understands where it is to be located.

III. MATERIALS/EQUIPMENT

The purpose of this item is to insure an understanding of the materials/equipment used to construct the facility. Appropriate specifications, job sheets and expectations that include the types and number of each type of materials/equipment will need to be provided to the landowner and all those involved in the planning and construction of the irrigation pipeline.

634 -STEP 4. PLANS AND SPECIFICATIONS

PURPOSE

The purpose of this step is to document and describe each component of the facility plan, which includes step by step instructions to be used while installing a manure transfer facility. This will include the documentation of all components described in Specification and / or Job Sheet 634. Additional reference material should be included as needed and appropriate. The landowner must be provided with a complete facility design and plan in the form of a Conservation Plan, Plan Map, and NRCS Manure Transfer Job Sheet 634 in order to document the design and location. Items not described in Job Sheet 634, that are essential for location and construction of the facility pipeline, will be added to the Specifications and / or Job Sheet.

634 - STEP 5. MANAGEMENT, OPERATION, AND MAINTENANCE

PURPOSE

The purpose of this step is to assure that proper management, operation, and maintenance is completed on the Irrigation Water Conveyance, Pipeline (See NRCS Practice Standard and Specification 634).

This requires a familiarity with the design and correct operation of the facility in a proper and safe fashion. Periodic operations and maintenance schedules should be implemented.

These measures should be discussed with and understood by the landowner.

634 - STEP 6. COMPLIANCE OR SPOT CHECKING

I. PURPOSE

The purpose of this step is to determine that all work has been completed to the standards required by the Natural Resources Conservation Service. All completed NRCS forms should be collected from the landowner and submitted to the appropriate persons (See NRCS Practice Standard, Specification, and Job Sheet 634, NM-ENV-1 Environmental Assessment, and Resource Inventory Checklist).

II. DOCUMENTS

Copies of all completed Job Sheets, Data Sheets, and Work sheets should be submitted to the Natural Resources Conservation Service representative within 10 working days of completion of the Manure Transfer facility. This includes the Practice Requirements as outlined in Job Sheet 634 and any other job sheets that may be needed for this practice to meet the intended goals and objectives.